



U.S. Department of Education
1998 Electronic Access Conferences



Session 33

\$\$Managing Change\$\$: GAPS External System and Title IV Single Identifier

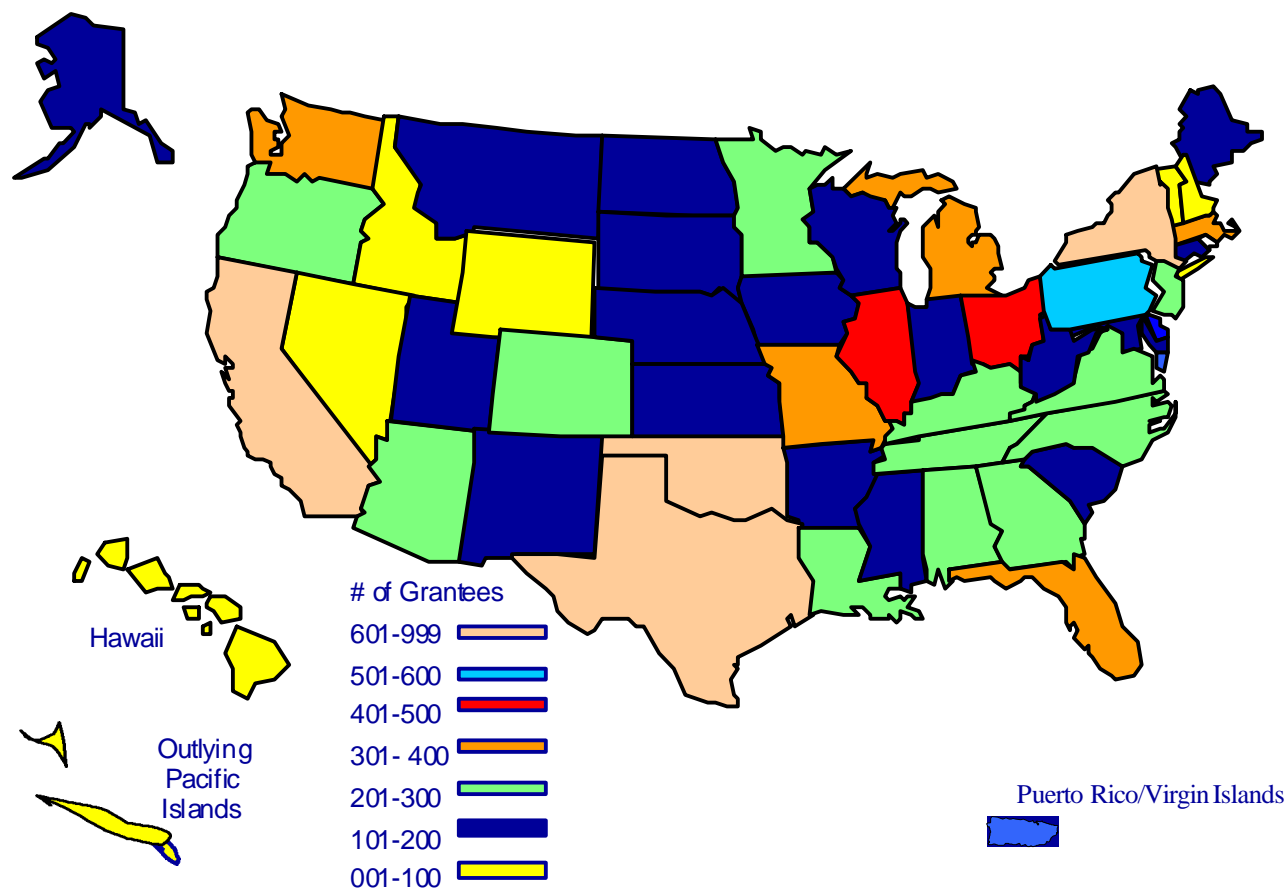


Agenda

- Overview
- GAPS External Access System
- Managing Your Grant Funds
- Conversion from EDPMS/Reconciliation
- Contact Information



13,000 Grantees Across The Nation



ED's New Financial System and Procedures





EDCAPS

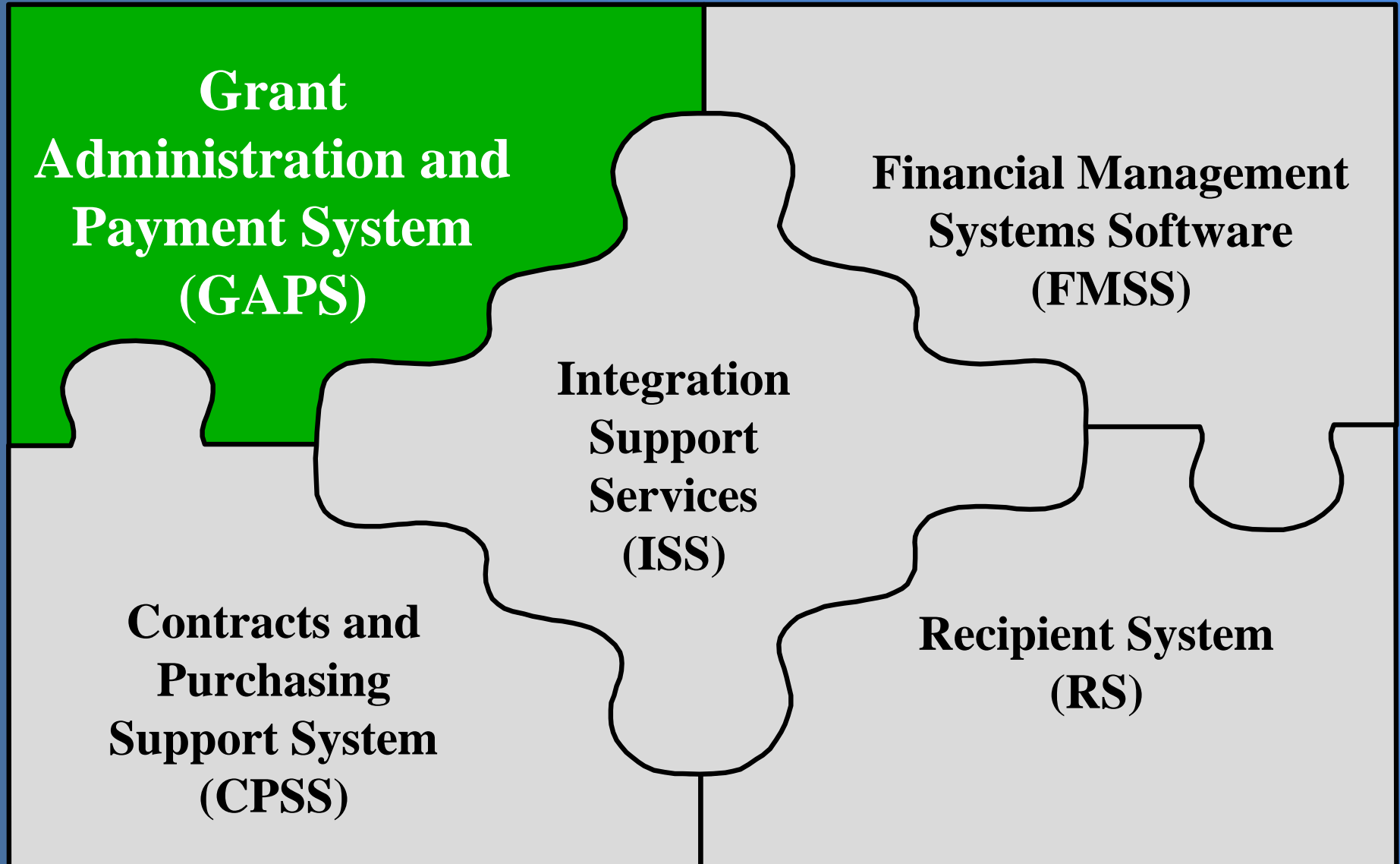
Education Central Automated Processing System

A core financial system which integrates the following processes:

- financial management
- contracts and purchasing
- grants administration
- payment management

EDCAPS

Education Central Automated Processing System





GAPS

Grant Administration and Payment System

The portion of EDCAPS which provides full financial management support services including:

- obligation of award authorizations
- disbursement of funds
- final grant closeout



Requesting Funds

■ GAPS Process:

- Drawdown requests are made by individual grant award.

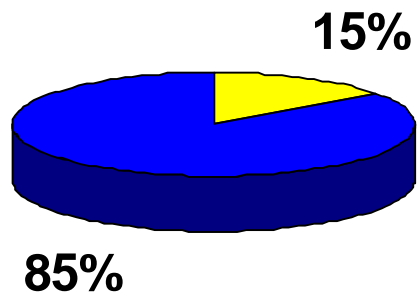
■ Former Process:

- Drawdown requests were pooled into a single total amount without identifying the specific grant awards for which the funds were being drawn.



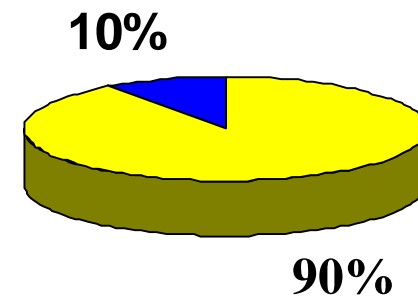
COMPARISON OF DRAWDOWN METHODS

EDPMS



■ On-Line ■ Telephone

GAPS



■ On-Line ■ Telephone



Reporting Expenditures

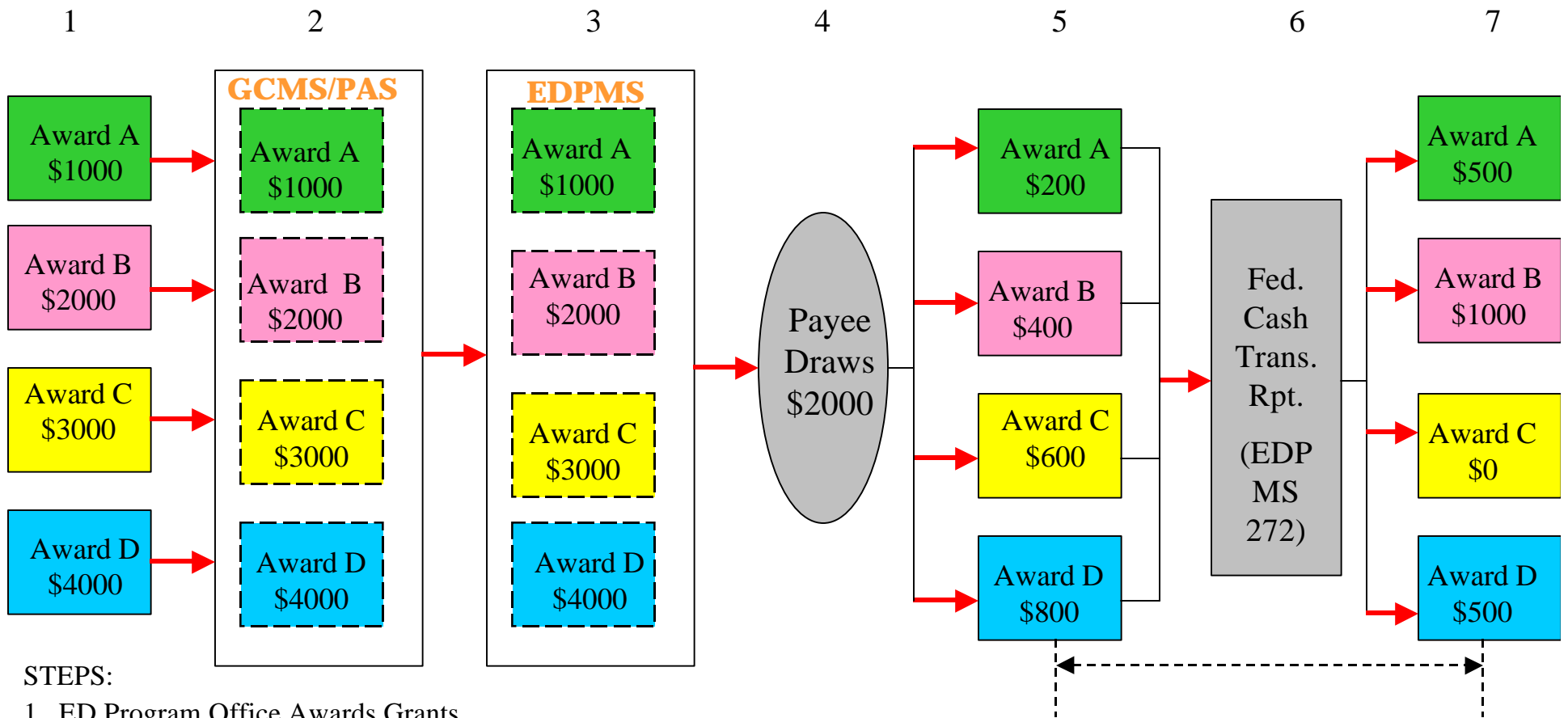
■ GAPS Process:

- Payees do not submit separate expenditure statements to ED Finance. The Department will expense funds each time a payee makes a drawdown request.

■ Former Process:

- Payees reported expenditures by grant award number through monthly or quarterly submission of the EDPMS 272.

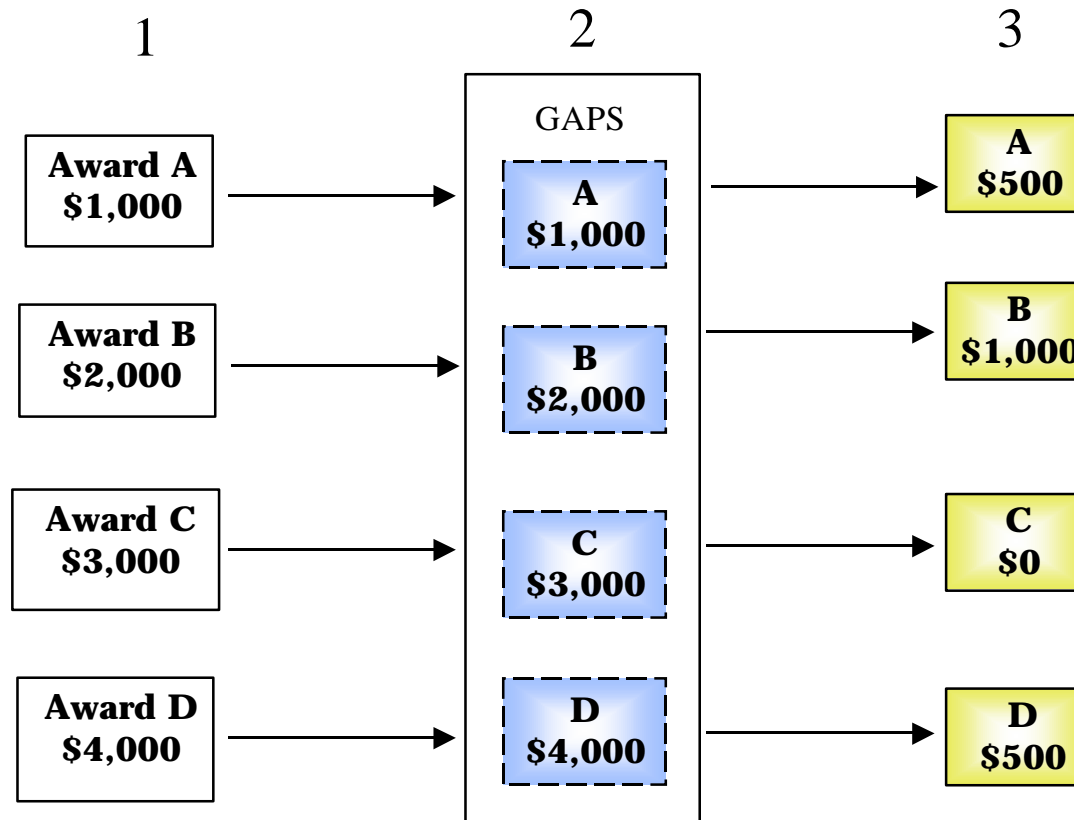
EDPMS Process



STEPS:

1. ED Program Office Awards Grants
2. Grant Authorization Entered in GCMS to PAS or PAS Directly
3. PAS updates EDPMS with Grant Authorizations
4. Institution Draws Pool of Funds without Identifying Intended Use
5. EDPMS Estimates Institution's Use of Funds
6. Institution Reports Expenditures by Grant Award (monthly/quarterly)
7. EDPMS Adjusts Estimated Use of Funds Based on Actual Expenditures Reported

GAPS Process

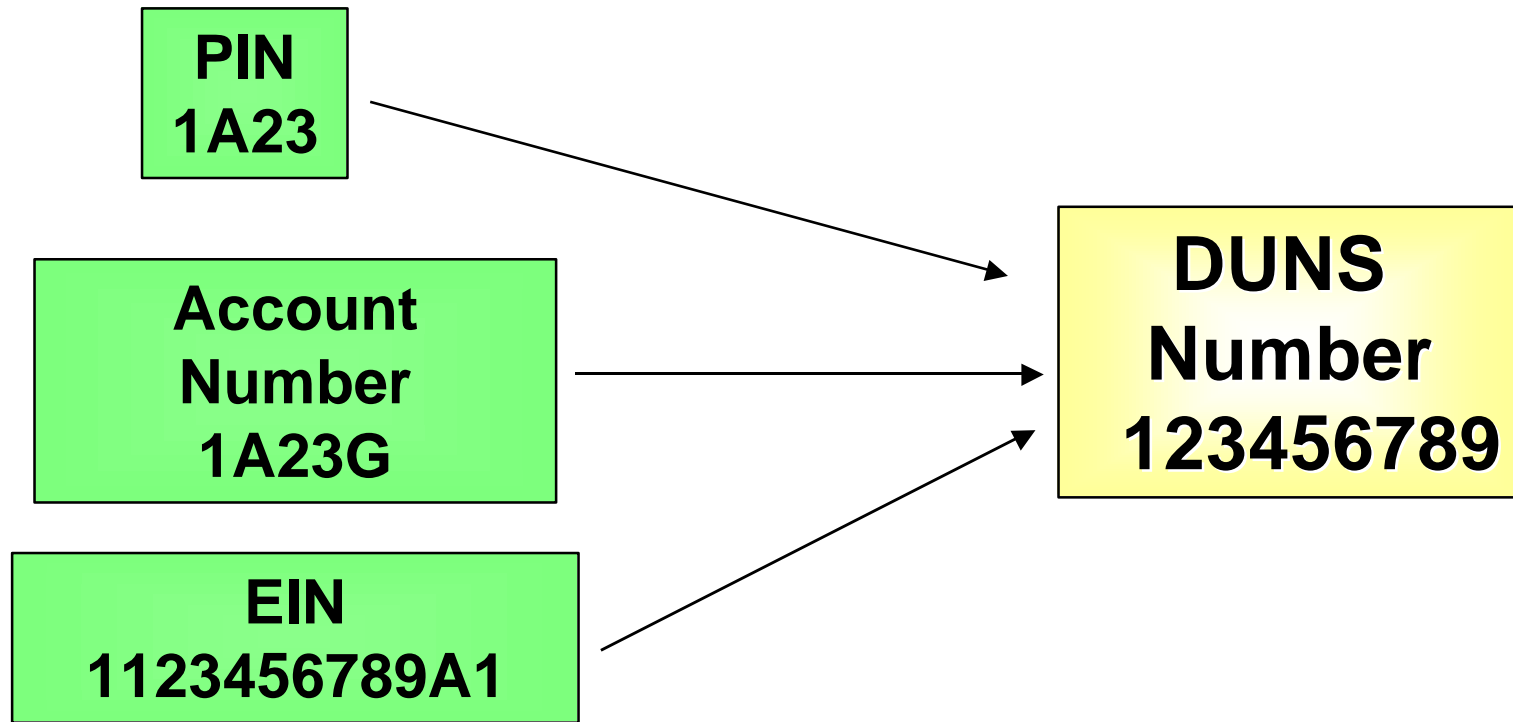


STEPS:

1. ED Program Office Awards Grants
2. Grant Authorization Entered in Grants Administration and Payments System (GAPS)
3. Institution Draws Funds by Award



Other Changes ... DUNS



Dun & Bradstreet (800) 333-0505



Affected ED Programs

- U.S. Department of Education programs that require a payee to submit a drawdown request.
 - Most Formula Grant Programs
 - Most Discretionary Grant Programs
- Direct Loan Funds can be drawn through the GAPS System.



Benefits

- Eliminates monthly/quarterly EDPMS-272
- Improved technology (Internet access, Windows environment)
- Year 2000 Compliant
- Immediate confirmation that payment request was accepted



Benefits (cont.)

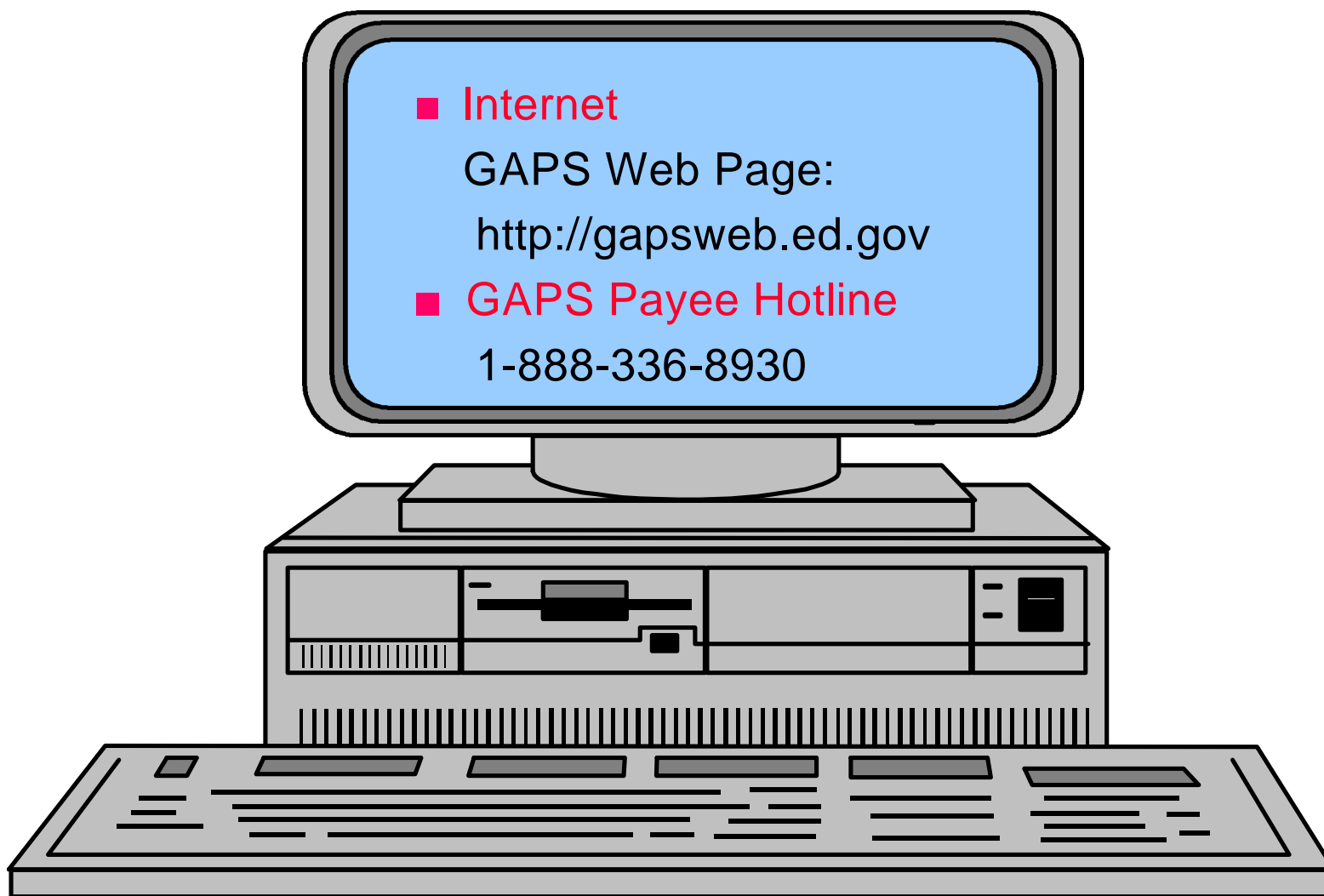
- More timely update and notification of changes in awards (e.g., authorization changes)
- On-line access to more timely and accurate financial information including: grant award authorization amounts, cumulative drawdowns, current balances, and payment histories

GAPS

External Access System



Accessing GAPS





GAPS Functions

- Logon
- Password Maintenance
- Payment Requests
- GAPS Activity Report



GAPS External Access System

Logging On

Each payee can authorize additional users to access GAPS. Each authorized user will receive a separate User ID and default Password.

- First-time Log-on
- Established GAPS User



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GAPS

*Grant Administration And Payment System***Hours of Operation**

MONDAY	6AM - 12AM EST
TUESDAY	6AM - 12AM EST
WEDNESDAY	6AM - 7PM EST
THURSDAY	6AM - 12AM EST
FRIDAY	6AM - 12AM EST

Closed on All Federal Holidays

**GAPS
Main
Menu**

LOG INTO GAPS

GAPS TRAINING

HOME

WHAT'S NEW

FAQ

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EVENTS

Welcome to the GAPS Home Page

EVEN LONGER HOURS OF OPERATION !!!

As part of our ongoing effort to increase the availability of the GAPS website, as of Thursday, September 3, 1998, the GAPS Hours of Operation will once again be expanded.

Monday-Tuesday 6 am - 12 midnight EST**Wednesday:** 6 am - 7 pm EST**Thursday-Friday** 6 am - 12 midnight EST



U.S. Department of Education

Grant Administration and Payment System (GAPS) - Training

To learn how to use this site and for more information, please refer to the [GAPS Home Page](#).

User ID:

Password:

OK

Cancel

For existing Payees using
EDPMS or NCS get your GAPS
Login Information by clicking
here [First Time User](#)

Please send your comments/suggestions/questions to:

Email: [Web Master](#)

Telephone: 1-888-336-8930

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Unauthorized access to the system is illegal and may result in prosecution

Main Menu

You represent State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567.

Please select from one of the following options.

Payment Requests

Reports

Password Maintenance

Exit

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[Return to Payment Requests Menu](#)**Payment Requests (Create)**

Payee DUNS/SSN:123456789

Pay By: ACH

Deposit Date (MM/DD/YYYY): 10/15/1998

Sort

☒ Award☐ Recipient Ref

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Row No	PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
1	P007A981234	FSEOG	\$100,000.00	\$60,000.00	\$0.00
2	P033A981234	FWS	\$200,000.00	\$120,000.00	\$0.00
3	P063P981234	Pell	\$300,000.00	\$180,000.00	\$0.00
Number of Awards: 3			Total Request:		\$0.00

OK

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Award Details

PR/AwardNo:	P007A981234 (CFDA No: 007A)	Federal Supplemental Education Opportunity Grant	
Completed Payments:	\$28,000.00	Status:	Open
Pending Payments:	\$10,000.00	Last Date to Draw Funds:	06/30/2003
Performance Period:	07/01/1998 to 06/30/2003		

Award Transaction History

Date	Changes in Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
07/04/1998	\$120,000.00	-	-	-	-	-
07/23/1998	(\$20,000.00)	-	-	-	-	-
08/01/1998	-	\$20,000.00	-	-	-	-
08/15/1998	-	-	-	\$2,000.00	-	-
08/21/1998	-	\$8,000.00	-	-	-	-
Total	\$100,000.00	\$28,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00

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Pay By: ACH

Deposit Date (MM/DD/YYYY): 10/15/1998

Sort

☒ Award☐ Recipient Ref

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Row No	PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
1	P007A981234	FSEOG	\$100,000.00	\$60,000.00	\$5000.00
2	P033A981234	FWS	\$200,000.00	\$120,000.00	\$5000.00
3	P063P981234	Pell	\$300,000.00	\$180,000.00	\$5000.00
Number of Awards: 3			Total Request:		\$0.00

OK

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Payment Requests (Create) - Confirmation

Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY):10/15/1998
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567	

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
P007A981234	FSEOG	\$100,000.00	\$55,000.00	\$5,000.00
P033A981234	FWS	\$200,000.00	\$115,000.00	\$5,000.00
P063P981234	Pell	\$300,000.00	\$175,000.00	\$5,000.00
Number of Awards: 3		Total Request:		\$15,000.00

Warning: Your chosen method of transmission, FEDWIRE, is faster than ACH, but may have a transfer fee.

I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Are you sure you want to submit the request?

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Your payment requests were accepted.

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Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY):10/15/1998
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567	

Control Number	Status	Control No Dollar Total	PR/Award No	Recipient Reference	Requested Amount
1998101300001	Ready for Scheduling	\$10,000.00	P007A981234	FSEOG	\$5,000.00
			P033A981234	FWS	\$5,000.00
1998101300002	Waiting Payments Office Review	\$5,000.00	P063P981234	Pell	\$5,000.00

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Payee DUNS/SSN:	123456789	Payee Name:	State University
Control No:	<input type="text"/>	PR/Award No:	<input type="text"/>
Start Date:	09/13/1998	End Date:	11/12/1998

Row No	Control No	Control No Dollar Total	Date of Deposit	Status
1	1998101300001	\$10,000.00	10/15/1998	Ready for Scheduling

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Payee DUNS/SSN:123456789	Pay By: ACH	Deposit Date (MM/DD/YYYY): 10/15/1998
Sort	<input checked="" type="radio"/> Award <input type="radio"/> Recipient Ref	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Row No	PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
1	P007A981234	FSEOG	\$100,000.00	\$55,000.00	\$5,000.00
2	P033A981234	FWS	\$200,000.00	\$115,000.00	\$5,000.00
Number of Awards: 2			Total Request:		\$10,000.00

OK

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Payee DUNS/SSN:123456789	Pay By: ACH	Deposit Date (MM/DD/YYYY): 10/15/1998
Sort	<input checked="" type="radio"/> Award <input type="radio"/> Recipient Ref	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Row No	PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
1	P007A981234	FSEOG	\$100,000.00	\$55,000.00	\$6,000.00
2	P033A981234	FWS	\$200,000.00	\$115,000.00	\$7,000.00
Number of Awards: 2			Total Request:		\$10,000.00

OK

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Payment Requests (Modify) - Confirmation

Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY):10/15/1998
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567	

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Request Amount
P007A981234	FSEOG	\$100,000.00	\$54,000.00	\$6,000.00
P033A981234	FWS	\$200,000.00	\$113,000.00	\$7,000.00
Number of Awards: 2		Total Request:		\$13,000.00

Warning: Your chosen method of transmission, FEDWIRE, is faster than ACH, but may have a transfer fee.

Warning: All payment requests with zero dollar amounts will be canceled.

I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Are you sure you want to submit the request?

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Your payment requests were modified.

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Payment Requests (Roll-up)

Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY):10/15/1998
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567	

Control Number	Status	Control No Dollar Total	PR/Award No	Recipient Reference	Requested Amount
1998101300001	Ready for Scheduling	\$13,000.00	P007A981234	FSEOG	\$6,000.00
			P033A981234	FWS	\$7,000.00

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Payee DUNS/SSN:	123456789	Payee Name:	State University
Control No:	<input type="text"/>	PR/Award No:	<input type="text"/>
Start Date:	09/13/1998	End Date:	11/12/1998

[Find](#)

Row No	Control No	Control No Dollar Total	Date of Deposit	Status
1	1998101300001	\$13,000.00	10/15/1998	Ready for Scheduling
2	1998101300002	\$5,000.00	10/15/1998	Waiting Payments Office Review
3	1998102000001	\$45,000.00	10/25/1998	Ready for Scheduling

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Payee DUNS/SSN:123456789 Pay By:FEDWIRE Deposit Date (MM/DD/YYYY):10/15/1998

Sort Order:Award State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

Control Number	Status	Control No Dollar Total	PR/Award No	Recipient Reference	Requested Amount
1998101300001	Ready for Scheduling	\$13,000.00	P007A981234	FSEOG	\$6,000.00
			P033A981234	FWS	\$7,000.00

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Drawdown Adjustments

Payee DUNS/SSN: 123456789

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI
10567

Sort

☒ Award ☐ Recipient Ref

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$54,000.00	\$46,000.00	\$0.00
P033A981234	FWS	\$200,000.00	\$113,000.00	\$87,000.00	\$0.00
P063P981234	Pell	\$300,000.00	\$175,000.00	\$125,000.00	\$0.00
Total		\$600,000.00	\$342,000.00	\$258,000.00	\$0.00

OK

Cancel

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Drawdown Adjustments

Payee DUNS/SSN: 123456789

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI
10567

Sort

☒ Award ☐ Recipient Ref

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$54,000.00	\$46,000.00	\$5000.00
P033A981234	FWS	\$200,000.00	\$113,000.00	\$87,000.00	\$-8000.00
P063P981234	Pell	\$300,000.00	\$175,000.00	\$125,000.00	\$3000.00
Total		\$600,000.00	\$342,000.00	\$258,000.00	\$0.00

OK

Cancel

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Drawdown Adjustments - Confirmation

Payee DUNS/SSN: 123456789

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI
10567

Sort Order: Award

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$49,000.00	\$51,000.00	\$5,000.00
P033A981234	FWS	\$200,000.00	\$121,000.00	\$79,000.00	(\$8,000.00)
P063P981234	Pell	\$300,000.00	\$172,000.00	\$128,000.00	\$3,000.00
Total		\$600,000.00	\$342,000.00	\$258,000.00	\$0.00

I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement.

Are you sure you want to adjust the drawdown amounts?

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Payee DUNS/SSN: 123456789

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI
10567

Sort Order: Award

PR/Award No	Recipient Reference	Net Authorization	Available Balance	Net Draw	Adjustment
P007A981234	FSEOG	\$100,000.00	\$49,000.00	\$51,000.00	\$5,000.00
P033A981234	FWS	\$200,000.00	\$121,000.00	\$79,000.00	(\$8,000.00)
P063P981234	Pell	\$300,000.00	\$172,000.00	\$128,000.00	\$3,000.00
Total		\$600,000.00	\$342,000.00	\$258,000.00	\$0.00

The drawdown amounts have been adjusted.

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[Return to Payment Requests Menu](#)**Authorization History (10/13/1997 - 10/13/1998)**

Payee DUNS/SSN: 123456789 Payee Name: State University

Start Date: 10/13/1997

End Date: 10/13/1998

PR/Award No.:

PR/Award No	Date	Change in Authorizations	Cumulative Authorizations
P007A981234	04/04/1998	\$120,000.00	\$120,000.00
	04/23/1998	(\$20,000.00)	\$100,000.00
P033A981234	04/24/1998	\$200,000.00	\$200,000.00
P063P981234	04/25/1998	\$300,000.00	\$300,000.00

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Create Direct Loan Payment Requests

Modify Direct Loan Payment Requests

Adjust Direct Loan Drawdown Amounts

Return to Main Menu

Please send your comments/suggestions/questions to:

Email: [Web Master](#)

Telephone: 1-888-336-8930

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Address http://gapsweb.ed.gov/training/dl_npr.asp

Links

[Return to Payment Requests Menu](#)**Direct Loan Payment Requests (Create)**

Payee DUNS/SSN:123456789 Pay By: ACH Deposit Date (MM/DD/YYYY): 10/15/1998

State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

School	Academic Year	Request Amount	Last Date to Draw Funds
Campus A	1999	\$0.00	09/30/1999
Campus B	1998	\$0.00	09/30/1999
Campus C	1998	\$0.00	09/30/1999
Total Request:		\$0.00	

OK

Cancel

Please send your comments/suggestions/questions to:

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GAPS External Access System

GAPS Activity Report

Users are able to view summary and detail financial information on all of their grant awards or on a specific grant award using the GAPS Activity Report.

Main Menu

You represent State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567.

Please select from one of the following options.

Payment Requests

Reports

Password Maintenance

Exit

Please send your comments/suggestions/questions to:

Email: [Web Master](#)

[Help](#)

Telephone: 1-888-336-8930

Unauthorized access to the system is illegal and may result in prosecution

Reports Menu

Activity Report

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Please send your comments/suggestions/questions to:

Email: [Web Master](#)

Telephone: 1-888-336-8930

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[Return To Reports Menu](#)

Activity Report (Select)

Payee DUNS/SSN:	<input type="text" value="123456789"/>
Payee Name:	<input type="text" value="State University"/>
PR Award Number:	<input type="text"/>

Please send your comments/suggestions/questions to:

Email: [Web Master](#)

Telephone: 1-888-336-8930

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Address <http://gapsweb.ed.gov/training/qcs.asp>

Links

[Return to Select Activity Report](#)

Activity Report



Payee DUNS/SSN:	123456789
Payee Name:	State University
Payee Address:	4801 Fairmont Ave. #411, Myrtle Beach, HI 10567

CUMULATIVE SUMMARY TABLE
(As of 10/13/98)

Row ID	Award	(A) Net Authorizations	(B) Cumulative Draws	(C) Cumulative Refunds	(D) Net Adjustments	(E) (B-C+D) Net Draws	(F) (F=A-E) Available Balance
1	P007A981234	\$100,000.00	\$28,000.00	\$0.00	\$2,000.00	\$30,000.00	\$70,000.00
2	P033A981234	\$200,000.00	\$42,000.00	\$0.00	\$3,000.00	\$45,000.00	\$155,000.00
3	P063P981234	\$300,000.00	\$125,500.00	\$500.00	(\$5,000.00)	\$120,000.00	\$180,000.00
Total		\$600,000.00	\$195,500.00	\$500.00	\$0.00	\$195,000.00	\$405,000.00

Please send your comments/suggestions/questions to:



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Address http://gapsweb.ed.gov/training/qcs.asp

Links

		Authorizations	Draws	Refunds	Adjustments	Net Draws	Balance
1	P007A981234	\$100,000.00	\$28,000.00	\$0.00	\$2,000.00	\$30,000.00	\$70,000.00
2	P033A981234	\$200,000.00	\$42,000.00	\$0.00	\$3,000.00	\$45,000.00	\$155,000.00
3	P063P981234	\$300,000.00	\$125,500.00	\$500.00	(\$5,000.00)	\$120,000.00	\$180,000.00
Total		\$600,000.00	\$195,500.00	\$500.00	\$0.00	\$195,000.00	\$405,000.00

DETAIL TABLE

Transactions					
Award	Date	Changes in Authorization	Drawdowns	Refunds	Adjustments
P007A981234	04/04/1998	\$120,000.00	-	-	-
P007A981234	04/23/1998	(\$20,000.00)	-	-	-
P007A981234	05/01/1998	-	\$20,000.00	-	-
P007A981234	05/15/1998	-	-	-	\$2,000.00
P007A981234	05/15/1998	-	\$8,000.00	-	-

Please send your comments/suggestions/questions to:

Email: [Web Master](#)

Telephone: 1-888-336-8930

[Help](#)



Managing Grant Funds



Cash Management

- Cash management regulations still apply under GAPS.
- Drawn funds must be expended within three business days after they are deposited in your bank account.
- After three days you have **EXCESS CASH** -- return to the Department.



Accountability/Compliance

- Trust/Partnership between ED and Grantees
- Certify at Time of Draw
- Program Reviews
- Audits



Reconciling From EDPMS to GAPS

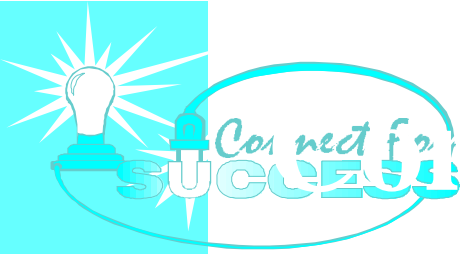




Conversion/Reconciliation

School XYZ

	Authorization	Advances	Advances Per Internal Records	Difference (Adjustment to be Made)
Award 1	25,000	10,000	7,500	(2,500)
Award 2	25,000	5,000	10,000	5,000
Award 3	<u>25,000</u>	<u>10,000</u>	<u>7,500</u>	<u>(2,500)</u>
	75,000	25,000	25,000	-0-



Top Ten Concerns Surrounding GAPS

10) I haven't received my permanent user ID and Password.

Answer: Permanent GAPS User ID's and Passwords have begun to be mailed to all recipients.

9) Some grant awards are missing from my account.

Answer: Most awards that were closed during the conversion process have been reinstated.



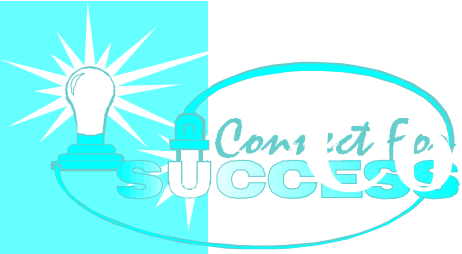
Top Ten Concerns Surrounding GAPS

8) I sent money back to the Department but it is not showing up in my account

Answer: All refund checks sent back to ED have now been posted

7) My program authorization is incorrect.

Answer: Need to contact the Program Office.



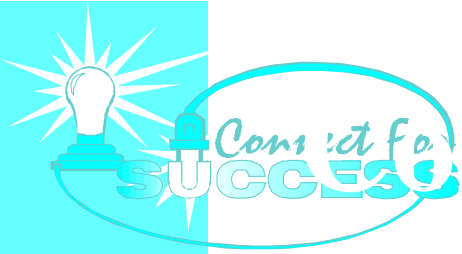
Top Ten Concerns Surrounding GAPS

6) I have two different DUNS numbers.

Answer: Contact Dun & Bradstreet at 1-800-333-0505 to receive and/or verify a DUNS number.

5) My available balance does not agree with my books.

Answer: Need to make adjustments accordingly in GAPS through the Drawdown Adjustment Screen.



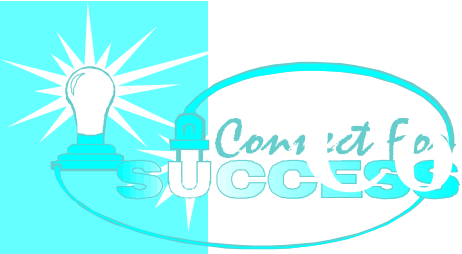
Top Ten Concerns Surrounding GAPS

4) I would like to see the GAPS hours extended.

Answer: The GAPS Web Site has extended its hours from 6:00 a.m. to 12:00 a.m. EST on Monday, Tuesday, Thursday, and Friday. On Wednesday the hours are 6:00 a.m. to 7:00 p.m. EST.

3) The GAPS system keeps locking me out.

Answer: We have upgraded the Oracle database plus have made additional changes to the server. The timeout limit has been increased to 60 minutes to allow the user more time to process information.



Top Ten Concerns Surrounding GAPS

2) I can't get through to a person on the GAPS Hotline.

Answer: A new phone system is being installed and the Department now responds to all calls the day they are received.

1) I can not log onto the GAPS Web Site.

Answer: Check to see that your computer system is configured correctly. We have also made upgrades to the system.



CONTACT INFORMATION





Contact/Additional Information

- **GAPS Web Page**
 - <http://gapsweb.ed.gov/>
 - GAPS Training Web site
 - GAPS Payee's Guide/Newsletter
 - Accessed from the GAPS Web Page
- **GAPS Payee Hotline:**
 - 1-888-336-8930
 - Available 8:00 a.m. to 8:00 p.m. Monday-Friday



Contact/Additional Information

■ **GAPS ListServ**

- The ListServ is a virtual e-mail community. You have access to all registered users of the ListServ.
- To subscribe send e-mail to listproc@inet.ed.gov.

■ **Purpose**

- Serve as an information dissemination tool for the Department of Education.
- Assist with the exchange of GAPS related information among members of the ListServ.

